



Marketing & Public Relations Internship DeKalb Council for the Arts, Inc.

DeKalb Council for the Arts, Inc. (DCA) offers internships to motivated undergraduates, recent college graduates and graduate students.

DCA offers interns:

- Valuable insight into the business and operations of a nonprofit arts organization,
- Hands on training in the design, planning and implementation of arts and arts in education programs and
- The unique experience of learning about the arts' impact upon and services to a county wide citizenry.

Internship periods are for the Spring, Summer and Fall semesters. All internships are unpaid and require a commitment of 12-15 hours per week for eight to 12 weeks.

Please note that academic credit is available for undergraduates. The student is responsible for arranging this with her/his department.

Currently we are looking for interns in the following areas:

- **Marketing & Public Relations**

Marketing & Public Relations

The Marketing & Public Relations Intern will assist the Executive Director with

- Writing press releases to announce upcoming events and to tell the story of past events,
- Identifying and contacting potential members, funders, sponsors, and press contacts,
- Organizing and researching information on current and potential members, funders, sponsors, and press contacts, and
- Assisting in the development and implementation of projects to increase DCA's visibility

Internship Requirements: Candidates should possess excellent writing, speaking, research, and organizational skills. Sales / Marketing experience preferred. Good computer skills are necessary as well as the ability to work independently with high motivation. Interests in arts and service to emerging artists are important.

To apply for the Marketing & Public Relations Internship please send cover letter, resume, official student transcript, and three professional / academic references to

Attn: Intern Coordinator
DeKalb Council for the Arts, Inc.
PO Box 875
Decatur GA 30031-0875